

# California Housing Finance Agency Job Opportunity

## Staff Services Analyst Financing Division

Salary Range	\$2632-4155
Final File Date	Open until filled
Division	Financing Division – NOTE THIS DIVISION ON THE FRONT OF YOUR APPLICATION.
Specific Location	14 <sup>th</sup> & L, Downtown Sacramento
<b>Tenure &amp; Timebase</b>	Permanent & Full-time
Number of Positions	One
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or being currently in this classification, or having transfer or reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants be sure to attach proof of this status to your application. Applications will be reviewed and only the most qualified may be interviewed.
How to Apply  <i>Applications are available at the <a href="http://www.spb.ca.gov">www.spb.ca.gov</a></i>	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034
Duties  <i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>  <i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i>	Under the general supervision of the CalHFA Financing Risk Manager, this position assists the Financing Risk Manager on matters related to evaluating the various risks involved with all of CalHFA's assets and liabilities. Duties include:  <u>Essential Functions:</u>  30% Maintains, utilizes and enhances an in-house database system which stores the Agency's liabilities, financial contracts, and history of financial management and performance. Updates new data and transactions on a timely basis. Adds new tables and relationships to the database. Operates and enhances the existing databases tools. Creates new analytical tools.  20% Integrates the database system into the daily functions of financing staff. Creates high-level, user-friendly access points to the database. Facilitates broader staff involvement in the maintenance and development of the database system.  20% Constructs cashflow projection models of the Agency's various tax and legal entities. Updates the models for new data and transactions. Provides analytical summaries of different "what-if" scenarios to evaluate the economic consequences of competing management decisions. Provides analytical summaries of various stress scenarios specified by the rating agencies.  15% Assists in the development of management plans to comply with the tax regulations that govern our issuances. Implements the requisite operational procedures and data repositories. Updates the compliance status of various variable-yield tax plans.  10% Develops knowledge in matters related to public finance, especially the use of federally tax-exempt revenue bonds for homeownership and

	<p data-bbox="570 58 1422 180">multifamily housing finance. Keep-up-to-date regarding Federal and State laws pertaining to finance as well as state-of-the-art financing techniques, including structuring of debt and use of the different types of variable rate bonds and swaps as well as use of credit enhancements.</p> <p data-bbox="475 212 711 241"><u>Marginal Functions:</u></p> <p data-bbox="475 273 873 302">5%      Other duties as assigned.</p> <p data-bbox="475 333 1425 485">The ideal candidate should possess high level of proficiency in MS Excel and MS Access. Proficiency in programming is a must (VBA is a definite plus). Knowledge of mortgage/bond finance is helpful but not necessary. Experience in building quantitative models is a definite plus. Should be motivated, eager to learn, and be able to initiate and complete projects.</p>
4/12/06	